

**OFFICIAL TIME  
LABOR - MANAGEMENT  
ACTIVITIES**

Month \_\_\_\_\_ 19 \_\_\_\_

**TO:** Military Bureau, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033

**FROM:** Supervisor Name (Initials) \_\_\_\_\_

Name/Title	M/L	Day	Total Time	* Category

\* See Reverse

The HRO will furnish the Union Presidents a copy of all completed forms.

MeHRO Form 711-2 (Replaces MeSPM Fm 711-2, Dec 82)  
Mar 97

## HOW TO COMPLETE THIS FORM

### **Block**

### **Action**

Name/Title

Last name, First name, Middle initial and Title

M/L

M = Management

L = Labor

Day

Day of the month

Total Time

Time used in hours

Category

- A = Consultations w/
  - 1. Bargaining unit members
  - 2. Supervisors/Managers
  - 3. Agency Officials
  - 4. Other \_\_\_\_\_
- B = Meetings
  - 1. Formal Discussion
  - 2. Council/Committee
    - a. Safety, b. EDP, c. Quality, d. EEO, e. Awards
  - 3. Disciplinary Actions (Wiengarten Rights)
- C = Negotiations
  - 1. Labor Agreement
  - 2. Impact and Implementation
  - 3. Mid Term
- D = Grievances
  - 1. Processing Reports
  - 2. Meeting Management Officials
  - 3. Appeals
  - 4. Hearings
- E = Performance Management
  - 1. Standard Setting
  - 2. Appeals
  - 3. Hearings
- F = Third Party Proceedings
  - 1. FMCS
  - 2. FSIP
  - 3. FLRA
- G = Adverse Action
  - 1. Employee Consultation
  - 2. Preparation
  - 3. Hearings
- H = Training
  - 1. LMR
  - 2. Partnership
  - 3. Quality
  - 4. Other \_\_\_\_\_
- I = Inspections
  - 1. Consultation w/ OSHA Inspectors
  - 2. Accompany OSHA Inspectors
  - 3. Preparation